

**Instructions on page 5
Due February 1, annually**

 Submittal date: 1/18/2023
 (mm/dd/yyyy)

 Approval date: _____ Minnesota Pollution Control Agency (MPCA) approver: Diana Macziewski
 (mm/dd/yyyy)

I. Project information

 Project title: RCRCA Watershed Pollutant Load Monitoring Network Project

 TEMPO Agency Interest ID: 191308 TEMPO Activity ID: PRO20200002

 SWIFT number: 186789 Purchase order number: _____

Local partner information:

 Organization name: Redwood-Cottonwood Rivers Control Area (RCRCA)

 Primary contact name: Kerry Netzke Phone: 507-532-1325 Email address: kerry.netzke@rcrca.com

Reporting period:

 Start date: 1/3/2022 End date: 12/30/2022
 (mm/dd/yyyy) (mm/dd/yyyy)

Project location:

Basin (check all that apply):

 Red River Rainy River Lake Superior Minnesota Lower Mississippi St. Croix Upper Mississippi

 Major watershed(s): Redwood, Cottonwood, MN River-Mankato Hydrologic unit code(s): 0702(0006,0007,0008)

 Name of eligible laboratory: Minnesota Valley Testing Laboratories (MVTL), Inc. - New Ulm, MN

 How many full-time equivalents (FTEs) worked on this project in the report period (hours/2,088 hours): 0.16

II. Activities completed

Table 1: Workplan activities

- Please list activities completed during the report period under the current contract. Include task level detail as appropriate. Refer to the instructions on the last page for an example. (Insert more rows as needed by hitting the tab key in the last row/column.)**

Objective/task	Description
Task A	Both staff attended WebEx training on 2/24/2022.
Task A	Attended Contract Amendment Kickoff Meeting held virtually 4/8/2022.
Task B	Tracked budget expenditures and prepared quarterly invoices with necessary documentation.
Task C	Prepared the Interim Progress Report (IPR) and submitted on 1/3/2022 (2/1/2022 due date).
Task C	Approved IPR will be posted to RCRCA's website.
Task D	Primary sampler attended 15 conference calls. Backup sampler attended 2 conference calls.
Task D	Mid-project meeting held 3/8/2022 at 55% grant expended.
Task E	No familiarization with sampling sites was required as they remained the same from prior grants.

Task E	Equipment purchased in 2022 included new DO and conductivity probes. Purchased supplies consisted of ice and camera batteries.
Task E	Carried Permit to Appropriate and Transport Water for Water Quality Sampling in each sampling vehicle.
Task E	Used AIS-specific sampling equipment in accordance with protocol for Minnesota River near Morton site.
Task F	Reviewed laboratory results for any errors within 5 days of receiving.
Task G	Calibrated DO, pH, and specific conductance probes as recommended during open water sampling. DO probe malfunctioned after 5/13/2022. Conductivity probe failed after 6/2/2022. Both probes were not used again until replaced in September 2023. Summer drought conditions and minimal sampling did not warrant earlier use of probes.
Task G	Replaced DO, pH and conductivity probes in September 2022.
Task G	Documented calibration and maintenance records in log book and submitted field meter calibration log by January 1, 2023.
Task H	Collected 62 water quality samples and field information at the Tier 3 subwatershed sites from ice out through October 31. Sample counts by site: 11 at Redwood River at Russell, 11 at Redwood River near Marshall, 24 at Cottonwood River near Leavenworth, and 16 at Sleepy Eye Creek near Cobden. Ice out occurred between 3/21/2022 and 3/23/2022 for these sites.
Task H	Collected 75 water quality samples and field information at the Tier 3 major watershed and basin sites as follows: 26 at Cottonwood River near New Ulm, 26 at Redwood River near Redwood Falls, and 23 at Minnesota River near Morton. Ice out occurred between 3/22/2022 and 3/23/2022 for these sites.
Task H	Collected 1 field replicate sample at one subwatershed site due to the drought conditions of 2022. Collected 0 field replicate samples per year at each major watershed site due to the drought conditions of 2022. Collected 0 equipment blank samples due to the drought conditions of 2022.
Task I	Collected field measurements and observations at each visit. Recorded data in the field book and electronically using GoCanvas and submitted by the 1 st and 15 th of each month. Data not submitted via GoCanvas was submitted January 11, August 23, and November 8.
Task J	Obtained 2020 FLUX32 input files, calculated loads and verified calculations for 4 of the 7 sampling sites: S000-696, S001-920, S001-919, and S001-918. Data for the other 3 sites has not been received.

2. Please answer the following questions relating to the deliverables for the project. If deadlines were missed, please provide comments. Dates should be entered in the mm/dd/yy format.

- a. Quality Assurance Project Plan (QAPP) approval date: 1/13/21
- b. Was the QAPP revised during this reporting period? Yes No
 Revised date: _____ Reason for revision(s): _____
- c. Was the field meter calibration log submitted by January 1? Yes No
 If no, submittal date: _____ Comments: _____
- d. Were GoCanvas submissions completed by the 1st and 15th of each month (check one)?
 Rarely (9+ missed deadlines) Sometimes (3-8 missed deadlines)
 Almost always (1-2 missed deadlines) Always
 Comments: Missed deadlines occurred due to a very busy May period in which sampling occurred up to and including the date due.
- e. Please list the submittal dates for the field sheets, field books, and extra pictures.

Deadline January 1.	1/11/23	Field notes. Due to the holiday storms, this was the first time in the Marshall office since
	Submittal date: _____	Comments: <u>12/27/22.</u>
Deadline May 1.	Submittal date: <u>8/23/22</u>	Comments: <u>Field notes</u>
Deadline August 1.	Submittal date: <u>8/23/22</u>	Comments: <u>Field notes</u>
Deadline November 1.	Submittal date: <u>11/8/22</u>	Comments: <u>Calibration log and field notes</u>
- f. If applicable, were pollutant loads submitted by deadline (within 60 days of receiving the .xml)?
 Rarely Sometimes Almost Always Always
 Comments: One site was accidentally missed by a few days.

g. Were project staff able to attend the check in telephone conferences during the reporting period?

Rarely (9+ missed meetings) Sometimes (3-8 missed meetings)

Almost always (1-2 missed meetings) Never missed a meeting

Comments: Primary Sampler attended all but 4 conference calls; backup sampler attended 2 of those calls.

3. Was a backup sampler used to collect any of the samples? Yes No

If yes, please describe when, who, if they were trained, and any other details:

5/12/2022 - Kerry Netzke, trained backup, collected rising limbs on Redwood River at Russell and Redwood River near Marshall sites due to widespread rainfall across the sampling area.

4. Were you comfortable with your level of training and current ability to complete the obligations of your workplan?

Yes.

5. Describe in detail any problems, delays, or difficulties that occurred in fulfilling the requirements of the workplan. How did you resolve these problems?

No problems encountered. Field replicate collection was challenging with only one minor event at 2 sites over the summer. Major sampling events (best time for field replicate collection) were over by the end of May this year.

6. Were there any change orders and/or amendments to the contract and workplan? Yes No

If yes, summarize the changes:

Change Order 1 was executed 5/11/2022 to move \$1,000.00 from Personnel to Laboratory to cover testing until the amendment is executed.

Change Order 2 was executed 5/18/2022 to move \$3,500.00 from Personnel to Laboratory to cover testing until the amendment is executed.

Amendment 1 was executed 6/13/2022. This amendment extended the existing grant through June 30, 2024 and added \$73,370.83 of additional funding for a total contract amount of \$124,607.00.

Change Order 3 was executed on 6/21/2022 to move \$1,132.40 from Personnel to Equipment and Supplies. The funds were necessary to replace a conductivity probe that failed unexpectedly.

Change Order 4 was executed 10/24/2022 to move \$125.00 from Mileage to Equipment and Supplies. The funds were necessary for purchase of ice, distilled water and other supplies throughout the contract period.

7. Please provide any constructive feedback regarding the WPLMN (training, deliverables, deadlines, program directives):

The amendment process is getting more streamlined and easier each time!

III. Budget Information

Please copy the information on the Invoice tab from the Microsoft Excel Invoice workbook and paste into this Interim Progress Report template. See Instructions for details. If budget information does not encompass all expenditures through December 31, please provide the date in the Comments. The documented amounts should be within 30 days of December 31.

Line item	MPCA funds awarded	MPCA funds expended prior to this invoice	MPCA funds expended this invoice	MPCA funds expended	Balance	Budget expended (%)
Personnel	\$69,425.87	\$27,182.31	\$4,018.21	\$31,200.52	\$38,225.35	45%
Laboratory	\$43,412.80	\$19,062.00	\$1,300.00	\$20,362.00	\$23,050.80	47%
Mileage	\$8,549.51	\$4,546.55	\$404.38	\$4,950.93	\$3,598.58	58%
Lodging	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0%
Meals	\$72.00	\$0.00	\$0.00	\$0.00	\$72.00	0%
Shipping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
Equipment and supplies	\$2,906.82	\$2,781.82	\$0.00	\$2,781.82	\$125.00	96%
Total:	\$124,617.00	\$53,572.68	\$5,722.59	\$59,295.27	\$65,321.73	48%

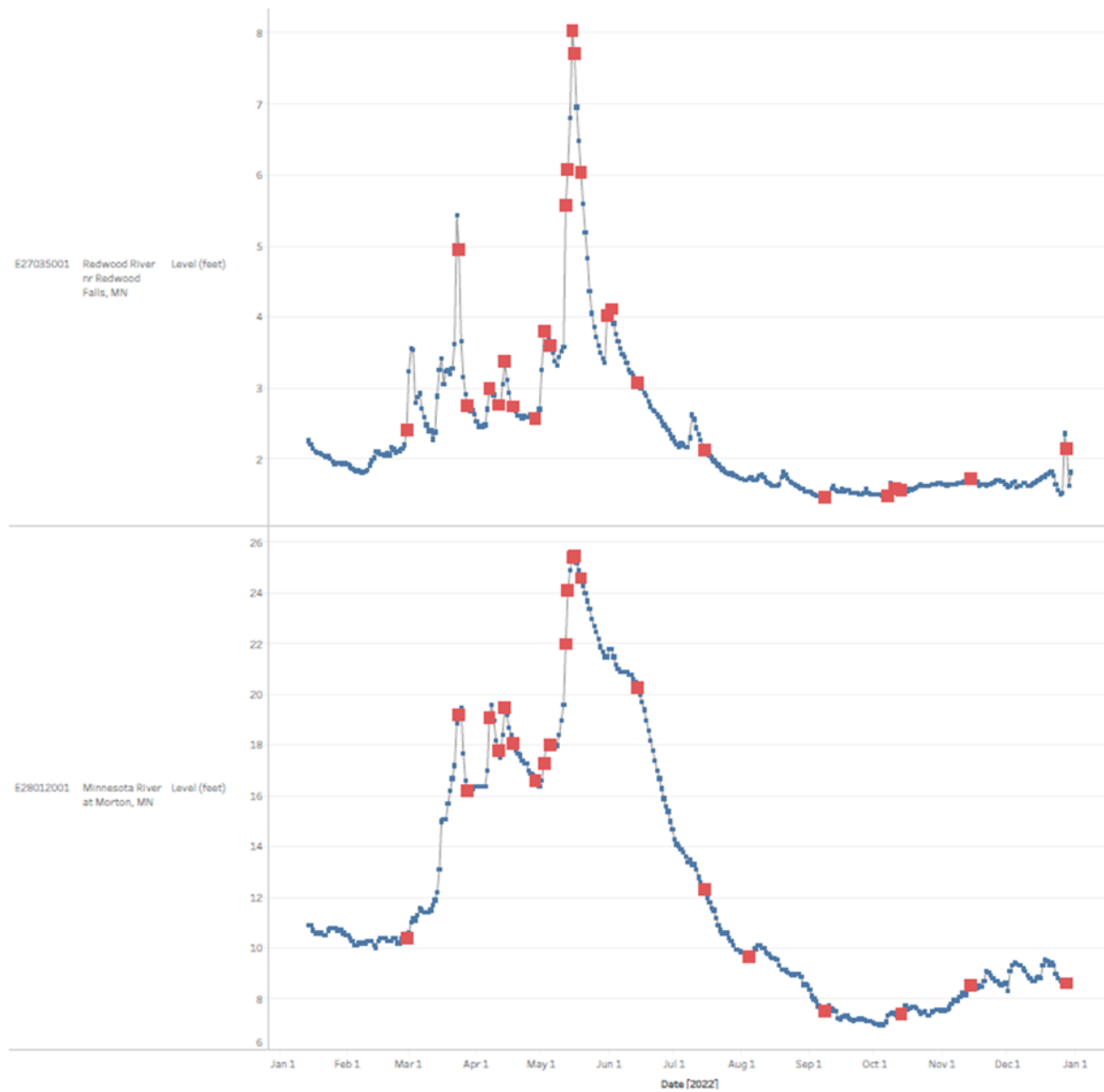
Comments:

IV. Hydrographs

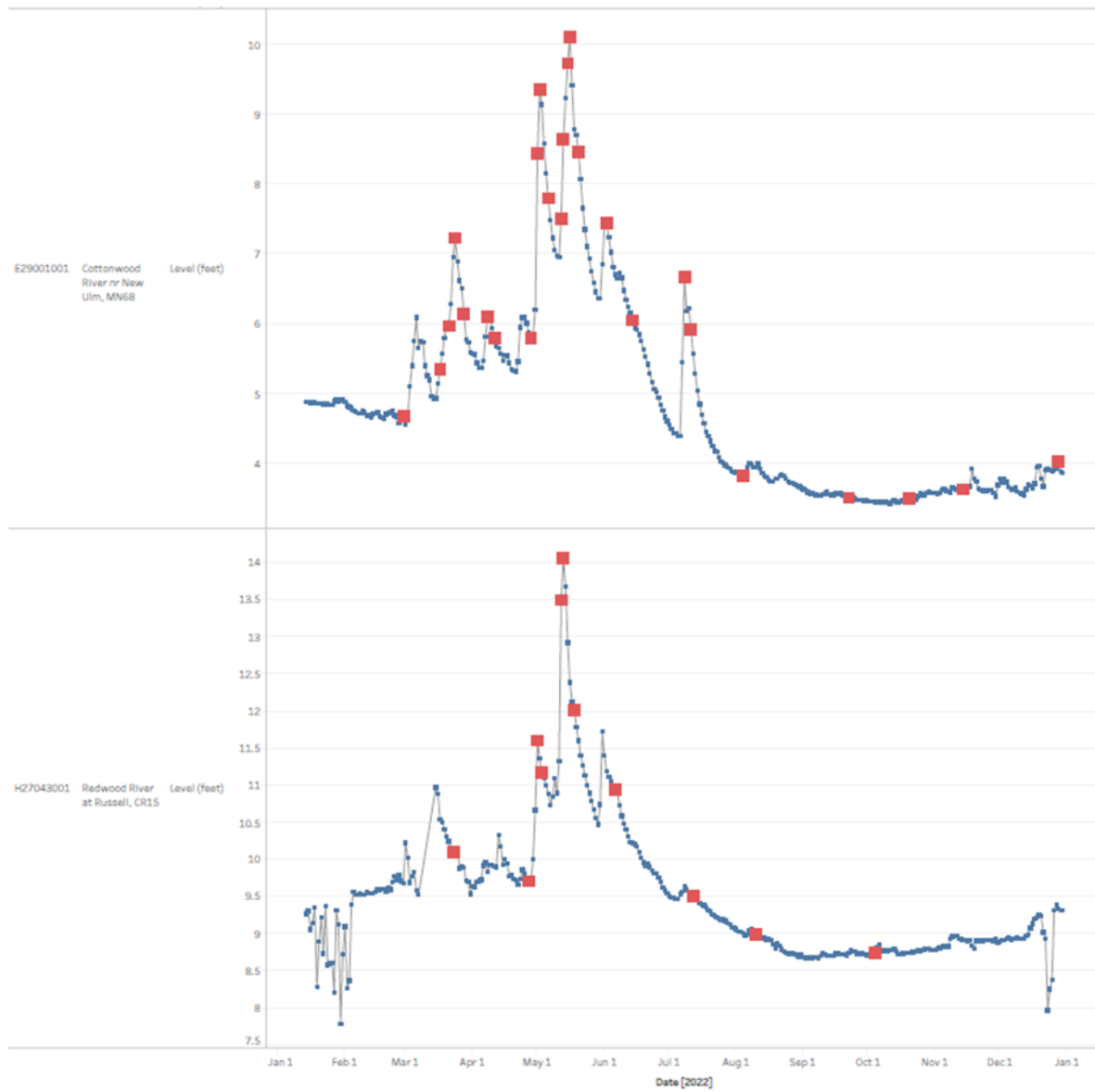
Please note hydrographs are provisional.

Comments:

Redwood River near Redwood Falls and Minnesota River at Morton Hydrographs



Cottonwood River near Ulm and Redwood River at Russell Hydrographs



Sleepy Eye Creek near Cobden, Cottonwood River near Leavenworth and Redwood River near Marshall Hydrographs

